

**MINUTES
EAGAR TOWN COUNCIL
REGULAR MEETING
22 W. 2nd St., Eagar, AZ
September 6, 2016 - 7:00 P.M.**

Mayor Bryce Hamblin called the Regular Council Meeting to order and welcomed those present. Mayor Hamblin requested that the record show that Vice-Mayor James Nelson is absent and all other Councilmembers are present (with Councilor Winslow McNeill arriving two minutes into the meeting.) Mayor Hamblin led the Pledge of Allegiance and Allen Browning offered the invocation.

COUNCIL PRESENT: Bryce Hamblin, Mayor
Debra Seeley
Steve Erhart
John O. Phelps
Winslow McNeill
Allen Browning

COUNCIL ABSENT: James Nelson, Jr., Vice Mayor

STAFF PRESENT: Tami Ryall, Town Manager
Katie Brady, Finance Manager
Eva Wilson, Town Clerk
Bruce Ray, Public Works Director
Mike Sweetser, Interim Police Chief
Doug Brown, Town Attorney

ITEM #5: SUMMARY OF CURRENT EVENTS

A. MAYOR

None.

B. COUNCIL

None.

C. STAFF

Town Manager Tami Ryall reported a State Forestry tree planting today and that the Town of Eagar is now designated a Tree City U.S.A. Eagar is the first town in Apache County with this designation and one of 29 in the State. The tree is planted in front of the police department on Main Street.

Interim Police Chief Mike Sweetser reported that Officer Walker Richardson has graduated from the academy and is currently undergoing field training.

ITEM #6: OPEN CALL TO THE PUBLIC

Citizen Glen Rogers stated he was cited for a dog at large and feels that he was violated. The animal control officer "DG" was waiting on the street for the dog to cross over the property line, and Mr. Rogers is claiming unethical and entrapment tactics. Mr. Rogers stated his dog is a working livestock dog and Mr. Rogers' property borders the forest of which the area is prone to visits by mountain lions, Mexican gray wolf, and coyotes; he recently lost a cat and rooster to predators. Mr. Rogers stated he was cited before 8:00 resulting in a \$100 fine, when a first offense is normally \$50.

ITEM #7: PRESENTATIONS

A. PRESENTATION OF AN AWARD TO BURNHAM MORTUARY FOR BUSINESS OF THE YEAR

Mayor Hamblin announced that Burnham Mortuary has been selected as the Town of Eagar's business of the year and awarded Mr. and Mrs. Burnham with a plaque in appreciation of their service to the community.

ITEM #8: CONSENT AGENDA

A. APPROVAL OF MINUTES OF EAGAR TOWN COUNCIL MEETING(S) HELD AUGUST 2016

B. APPROVAL OF JULY 2016 NATIONAL BANK OF ARIZONA TRANSMITTALS, CHECKS WRITTEN, PAYROLL DIRECT DEPOSIT VOUCHERS, AND CREDIT CARD PURCHASES

C. ACCEPTANCE OF JULY 2016 FINANCIAL REPORT AND SALES TAX REPORT

D. ACCEPTANCE OF RESOLUTION 2016-12 APPROVING THE SUBMISSION OF PROJECTS FOR THE FISCAL YEAR 2017 ARIZONA GOVERNOR'S OFFICE OF HIGHWAY SAFETY PLAN CONTRACT NO. 2017-405D-007 ACCEPTING THE NO MATCH GRANT FUNDING, AND APPROVAL OF PURCHASING IN ACCORDANCE WITH THIS GRANT BY INTERIM CHIEF MIKE SWEETSER

E. ACCEPTANCE OF RESOLUTION 2016-13 APPROVING THE SUBMISSION OF PROJECTS FOR THE FISCAL YEAR 2017 ARIZONA GOVERNOR'S OFFICE OF HIGHWAY SAFETY PLAN CONTRACT NO. 2017-PT-015 ACCEPTING THE NO MATCH GRANT FUNDING, AND APPROVAL OF PURCHASING IN ACCORDANCE WITH THIS GRANT BY INTERIM CHIEF MIKE SWEETSER

- F. APPROVAL TO ENTER INTO A PROPOSAL WITH POLICE PRO (STEAMBOAT DATA) FOR POLICE DEPARTMENT REPORT WRITING / TIME MANAGEMENT SOFTWARE SYSTEM NOT TO EXCEED \$22,800
- G. APPROVAL TO ALLOW FOR A PURCHASE FROM STATE CONTRACT FOR NEW COMPUTER HARDWARE THAT IS COMPATIBLE WITH POLICE DEPARTMENT SOFTWARE NOT TO EXCEED \$45,000

Mayor Bryce Hamblin stated there was a request to remove Items F and G from the Consent Agenda, and asked for a motion to approve the remaining Consent Agenda items.

Councilor Winslow McNeill moved to approve the Consent Agenda with the exception of Items F and G. Councilor Debra Seeley seconded; all were in favor, motion carried unanimously. 6-0

DISCUSSION AND CONSIDERATION OF:

- F. APPROVAL TO ENTER INTO A PROPOSAL WITH POLICE PRO (STEAMBOAT DATA) FOR POLICE DEPARTMENT REPORT WRITING / TIME MANAGEMENT SOFTWARE SYSTEM NOT TO EXCEED \$22,800
- G. APPROVAL TO ALLOW FOR A PURCHASE FROM STATE CONTRACT FOR NEW COMPUTER HARDWARE THAT IS COMPATIBLE WITH POLICE DEPARTMENT SOFTWARE NOT TO EXCEED \$45,000

Interim Police Chief Mike Sweetser and Conquest Technologies Representative Scott Burrell made a presentation on the needs of the police department for a new mobile report writing and time keeping program and the capabilities of the proposed software and hardware with an associated total cost of \$62,950.

The police department is using hardware and an operating system from 2010 and prior, while using two software systems for incident documentation, report writing, and data entry. The police software was implemented in 1994 with FileMaker Pro (data entry/forms management) and approximately 2000 with Xpediter (report writing) which cannot communicate with each other, requiring staff to manually enter data after the police officer completes report writing. Police officer time keeping is manually kept on logs to the 6/10ths of an hour; between report writing and time keeping police officers are confined to the office for the majority of their paperwork instead of being visible in the community.

Mr. Burrell found PolicePro in his research in developing custom software for the police department. All technology has upgraded to x64 bit architecture and it would be futile to write new programs for the 32 bit architecture the department now runs. PolicePro was designed by former police officers in 1997 for smaller police departments and is designed using FileMaker Pro. The cost of PolicePro's product is in the range that was budgeted for Mr. Burrell to develop custom programs.

PolicePro developers are proactive and willing to make customizations to fit the needs of the department already making changes within two hours as suggested for the presentation. With the department using FileMaker Pro now, the data can be readily imported into PolicePro without massive data reentry. The ability to pull statistics seamlessly without hand counting will be an immense support to police administration. The newer version of FileMaker Pro (new version necessary as the old is from 1994) will have the ability to read a moving VC database to pull in the Xpediter report writing data to complete the process of having historical and current data in one system.

The software costs are \$22,800 with \$18,000 approved in last fiscal year for this project and the remaining \$4,800 to be adjusted from other police budget line items this fiscal year. The three-day onsite training of \$2,845 will come from the police training budget, and \$4,860 annual support fee will be budgeted in future budgets and is included in the \$22,800 for this fiscal year.

The hardware costs are \$40,150 (\$45,000 allocated in current fiscal year) to be purchased from State Contract to include eight Lenovo vehicle laptop kits, two workstations, monitors, and printers for the office; and other incidentals such as firewall, wireless service, vehicle computer mounts, invertors for vehicles, Office Suite for all units, a Mac Server (as FileMaker Pro is an Apple product), and the department is still researching the ability to scan driver licenses in the field.

Councilor John Phelps asked how long these improvements will be viable before they're outdated. Mr. Burrell stated the ideal situation is, after the initial purchase, place the hardware on a rotation cycle of replacement. The computers will have a three-year warranty, and it can be expected that hardware can run three to five years. Ms. Ryall added the hardware is currently planned for rotation in six years in the capital improvement plan (with more information on computer replacement to be covered in this year's capital improvement planning.)

Councilor Phelps asked about the annual \$4,800 technical support price and if that was a reasonable price. Mr. Burrell stated it depends on how much support is needed and used; if the department uses it a lot it is very reasonable but not so much if it is used minimally. If it's not used there may be no need to renew the support subscription. PolicePro is a FileMaker Pro model and FileMaker Pro has been operation in the department since 1994 with no support needed. Steamboat may also be negotiable depending on our needs and use of the support. The annual support cost is well within range as the industry is charging \$9,000-\$10,000. Ms. Ryall stated the support may also be beneficial for product development or customization as well.

Councilor Steve Erhart asked if the laptops in the vehicles would have internet access with online support, what hours support is available and accessibility to that support. Mr. Burrell stated the internet will be provided via wireless subscription with Verizon Wireless and access to online support is during regular business hours. Steamboat BaseCamp provides tutorials online for instant support any time.

Interim Chief Sweetser finished by stating this system will cut data entry and reporting time immensely, and keep officers on the street for visibility and efficiency as they are report writing in their vehicles, as well as, cutting down on time spent on time keeping, report writing, and data entry. The new technology will also be an incentive for new recruits to come to Eagar as other than DPS no other agency in Apache County will have this type of system.

Councilor Phelps asked about unacceptable use of the internet. Mr. Burrell stated that policies and procedures that are currently in place for all employee's use of technology will cover the use of in-car computers as well.

Ms. Ryall added the software will have the ability to interface with Google Maps to provide visualization for collision area or crime area pinpointing. Interim Chief Sweetser stated the system may also have other capabilities for better efficiency such as electronic data transfer of information to the Magistrate Court.

Councilor Winslow McNeill stated that the capability of gathering statistics is helpful, however, the system must allow for productivity versus the cost.

Interim Chief Sweetser added officers can print forms in their vehicles for prisoner transport which will enhance officer safety as officers can transport prisoners directly to the jail, as well as the capability of printing other forms onsite and provide capability to query driver license and license plates, and Interim Chief Sweetser had not even broached the subject of the program's evidence tracking capabilities.

Councilor McNeill added that the cost is close to budget expectations.

Councilor Winslow McNeill moved to approve Items F and G concerning software and hardware for the police department as proposed. Councilor Allen Browning seconded; all were in favor, motion carried unanimously. 6-0

ITEM #9: UNFINISHED BUSINESS

None.

ITEM #10: NEW BUSINESS

A. CONSIDERATION OF RESOLUTION 2016-14 ACCEPTING THE CANVASS OF THE PRIMARY ELECTION HELD ON AUGUST 30, 2016 – ELECTION OF CANDIDATES FOR MAYOR AND TWO COUNCIL SEATS – AND ISSUANCE OF CERTIFICATES OF ELECTION

Town Clerk Eva Wilson declared that the total number of ballots cast at the Primary Election were 861 and that Bryce Hamblin received 558 votes for Mayor, Winslow McNeill received

561 votes, and John O. Phelps received 633 votes for the two council seats, determining that the three candidates did receive more than one-half of the total number of valid votes cast and, therefore, to be issued certificates of election.

Councilor Steve Erhart moved to accept the canvassing of the seats and to issue the certificates. Councilor Debra Seeley seconded; all were in favor, motion carried unanimously. 6-0

ITEM #11: SIGNING OF DOCUMENTS

Necessary signatures were obtained for the Minutes of August 2, 2016; the July 2016 Financial Pages; and Resolutions 2016-12, 2016-13, and 2016-14

ITEM #12: ADJOURNMENT

Councilor Winslow McNeill moved to adjourn the meeting [at 8:02 p.m.]. Councilor Steve Erhart seconded; all were in favor, motion carried unanimously. 6-0

Attest: _____

Mayor: _____

Vice-Mayor: _____

Council: _____

CERTIFICATION OF COUNCIL MINUTES

I hereby certify that the foregoing minutes is a true and correct copy of the minutes of the Regular Council Meeting of the Town of Eagar, Arizona held on September 6, 2016. I further certify that the meeting was duly called and held and that a quorum was present.

Eva M. Wilson, Town Clerk